

OFFICE OF SECURITY

RECORDS MANAGEMENT OFFICER

PROGRESS REPORT

(July - December 1962)

MAJOR SURVEYS COMPLETED

1. New Special Clearance Center.

Designed a system and supervised a six month effort for the IBM machine conversion and consolidation of five different office indexes into one master index of 30,000 names.

ILLEGIB

2. Status Reports on Case Processing.

Devised a machine-produced monthly report, from existing records and no added work for Security personnel, to keep a Senior Security Official informed on the status of cases in process in three Divisions.

3. Survey of Case Processing Forms.

Assisted Forms Analyst from Records Staff in survey of 270 forms in three Divisions. Immediately obsoleted 15 forms and designed or revised 28 others. Of the 22 recommendations, 16 were accepted, only two rejected and four required more study. Since then 40 processing forms have been designed as recommended eliminating 18 bootleg forms thus saving SRD from printing over 240,000 copies, giving them more time for Bio-data sheets and less expense.

4. DDS Mail Questionnaire Survey.

Prepared memo to all Security offices on DDS request for mail logging information. Coordinated replies from all Divisions and Staffs and prepared reply to DDS Special Assistant before his deadline.

5. Office-wide Copy Machine Needs.

Surveyed all copy machines in Office of Security. Redistributed three machines for easier work and better production. Answered DDS inquiry on Security copy machines and controlled purchases of new machines by SRS and Special Clearance Center.

RECORD CREATION CONTROLLED

1. New Security Forms Created 51 .
2. Old Security Forms Reprinted 34 .
3. Old Security Forms Revised 10 .
4. Total of 97 forms actions involving 1, 210, 000 copies in last six months.
5. Transferred, from Security to Office of Logistics, responsibility for three forms with an annual printing of 510, 000 copies. This will remove about \$2, 500 from Security budget expenses annually.
6. Cancelled three obsolete Security forms and removed them from Agency storage and controls.
7. Conferred on unique development or design problems for special forms with the following offices:

Badge Office - 2	<div style="border: 1px solid black; width: 100px; height: 1.2em; display: inline-block;"></div>	PSD - 5
Receptionists - 1	A&TS - 3	ID - 2
Survey Branch - 2	NSO - 2	SRD - 3
SCSCC - 3	SRS - 2	

8. Assisted our A&TS, Logistics Branch, improve stock control and distribution of Security forms required to be stored by us.
9. Besides expediting crash form printing requests and printing tests of sample mats and forms, I also have served offices of Comptroller, Commo, OCR, OO, and DDP units in obtaining Security forms for their use.

FILES MAINTENANCE SERVICE

1. Files Equipment Control and Services Rendered.

a. Reviewed requests and evaluated filing needs for 19 safes, three file cabinets, one typewriter, two copy machines, 20 card trays, 28,000 special type file folders, and 20,000 "chainindex" cards.

b. Borrowed from local vendors filing equipment for testing in the BSB, IRD, ID, SD/3, and SRD areas.

c. Conducted three SRD people to see paper flow equipment and technique used at Merrill-Lynch Brokerage office. Movie on that system and equipment shown to four others of SRD.

2. Files Systems Services Rendered.

a. Briefed [redacted] secretary on setting up new filing system.

b. Reviewed and commented on:

- (1) IOS position on non-use of [redacted]
- (2) ADP survey and recommendations.
- (3) SRD Index purging Directive.

c. Conferred about filing systems with Survey Branch, Badge Office, Special Clearance Center and A&TS.

d. Assisted Building Security Branch prepare file system and two new forms needed in proposed Parking Area Control System.

RECORDS DISPOSAL SERVICES

1. Inactive Records Disposal.

a. Promoted, reviewed, and approved transfer of 216 cubic feet of inactive files from Security Headquarters offices to Records Center storage. This action emptied Agency safes valued at \$1,300 and shelving worth \$1,000. The savings in office space is the Office of Security gain.

~~SECRET~~

b. Found and obtained from the Center on expedite basis a ten-year old DDP document for [REDACTED]

25X1

c. Briefed eleven Security personnel on records retirement procedures in SRD, A&TS, BSB, IRD, AAS, SRS, and Tech. Division.

d. Revised and updated Inactive Records Control Schedule for BSB and SRS.

2. Vital Records Program.

a. Prepared crash report for Executive Officer on Status of Vital Records on deposit at relocation site during Cuban crisis.

b. Submitted two recommendations to [REDACTED] on improvement of Security Vital Records.

25X1

c. Updated schedule on the SRD Vital Records submitted to CIA Records Administration Officer for comment.

OTHER DEVELOPMENTS

1. Training.

a. I am taking graduate studies in Records Management and Public Administration at American University one night a week.

b. I attended a one-week seminar on automatic records retrieval at National Archives in October.

c. Occasionally I attend monthly Federal Government Interagency Records Administration Conferences and Interagency Management Analyst Councils, depending upon speaker and subject.

2. Briefings.

a. Visited following Agency offices and was briefed on:

O/Commo's motorized shelving.

DDI's "DARE" equipment.

DDP's [REDACTED]

~~SECRET~~

25X1

~~SECRET~~

b. Visited following outside installations to study their specialized records problems and solutions:

- (1) Fort Holabird
- (2) National Institute of Health
- (3) IBM Forms Printing Plant

FUTURE PLANS

I arrived on duty in the Office of Security in August 1961.

My overall plan is to organize and improve the Records Program in creation, maintenance and disposal in all Security Staffs and Divisions so that records work will become quicker, routine operations in those areas.

The first year's emphasis was Records Disposal and Forms Management as was reflected in my Fiscal Year Report of July 1962.

Now in the first months of my second year, I am trying to update all records control schedules and Vital Records Schedules. This Spring, besides the regular Program activities, I hope to conduct lectures on Filing for secretarial and clerical personnel officewide.

By this summer I hope to have the program and the Records Officer files sufficiently well organized that these will be routine operations and I may concentrate my energy and time on more serious surveys of Security Records Problems.



Records Management Officer
Office of Security

25X1

~~SECRET~~